




CourtLink[®] eFile

QUICK GUIDE: FILEROOM

The File room Quick Guide provides a convenient source of information to help you efficiently access electronically filed documents, notification of service, and run reports on filings and case information.

Quick Tips Before You Begin

1. Refer to the appropriate court rules on electronic filing prior to using CourtLink® eFile to ensure you are in compliance with local requirements. Copies of the rules can be found on www.lexisnexis.com/courtlink under **Courts Online/CourtLink eFile** or within the CourtLink eFile application under **Support**.
2. **Help** is available on the top right of the screen. When on any page of myCases, File & Serve, and Search Filings, click  on that page to access Help.
3. Check our system requirements on www.lexisnexis.com/courtlink to be sure your computer is correctly configured for using CourtLink eFile.
4. CourtLink eFile is divided into 3 separate areas. Become familiar with the functions of the 3 main areas to help you navigate through the application:
 - a. **File & Serve** – Where you **send** documents to the court and other parties
 - b. **File room** – Where you **retrieve** documents and new service information
 - c. **Information Desk** – Where you **maintain** personal, firm and case status information
5. All tables are sortable. Any time a grid or table appears, click the column headings to sort by that information.
6. Hyperlinks take you to additional information – don't forget to use them!
7. When running searches, less is more. Only enter partial information to get the most results.
8. The fastest way to access a filing is with a Filing ID.
9. When using CourtLink eFile for the first time, or if you need assistance contact our Customer Support team at 1-888-529-7587.

How to Sign On to CourtLink eFile

1. Before using CourtLink eFile, you must have a user name and password. If you do not have these, contact our Customer Support team at 1-888-529-7587.
2. Using Internet Explorer or Netscape, open your browser and go to www.lexisnexis.com/courtlink.
3. When the home page appears, click **Logon** under CourtLink eFile. The *CourtLink Login* page appears.
4. Enter your assigned user name and password and click **Submit**. Your *myCases* page opens.
5. If you have forgotten your password- simply enter your username and click the Send Password button. Your password will be automatically sent to your personal email address.

Fileroom: myCases

All new activity is quickly available in myCases. myCases notifications include:

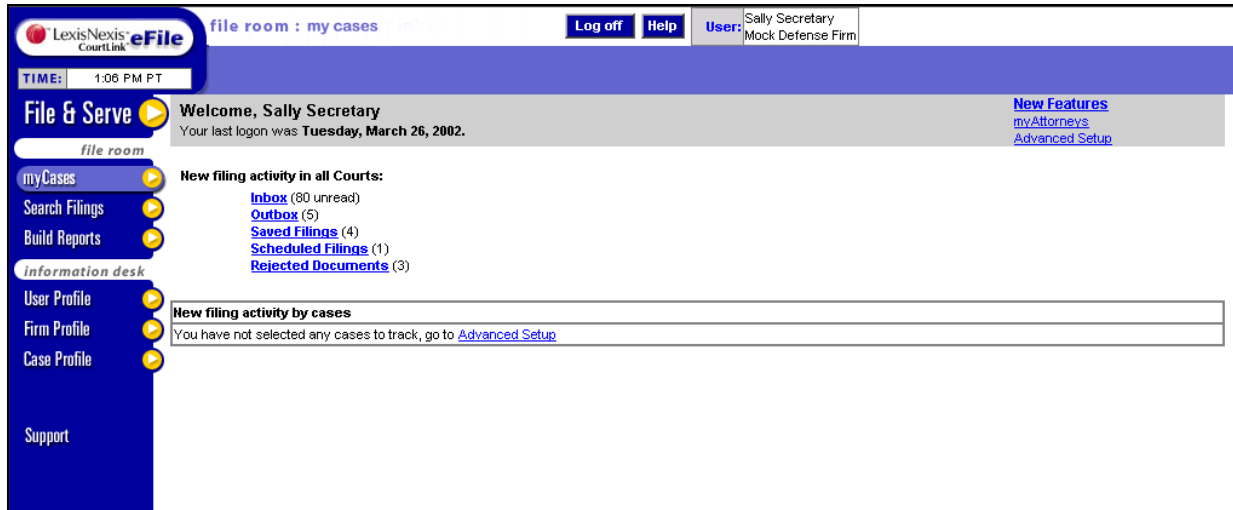
Inbox – Contains all new mail items received by an attorney in a CourtLink eFile case. If you are not the attorney, but have been designated as an Additional Notifications recipient for an attorney, then the Inbox will contain new mail items sent to you on behalf of the attorney (see User Profile Setup).

Outbox – Contains access to your or your firm's most recent filings for faster access to check service and clerk review status of your filings.

Saved Filings – Contains any filings that the user has started, but not yet completed.

Scheduled Filings – Contains any filings queued to be submitted at a future date and time.

Rejected documents – Documents that have been submitted, but rejected by court personnel.



1. To view a new mail item, click **myCases**. The Messages page appears.
2. All recent filing and service activity will be displayed in 5 hyperlinks on the Messages page (Inbox, Outbox, Saved Filings, Scheduled Filings and Rejected Documents). Blue links indicate new activity within that section with the corresponding number of filings in parenthesis.

Note: You can customize your myCases information to **track cases** you are working on using the Advanced Setup options. This feature will give you at-a-glance notice of filing and service activity. Refer to the myCases Setup guide for assistance with this setup.

INBOX

The screenshot displays the 'file room : view alert inbox' page. At the top, there's a navigation bar with 'Log off', 'Help', and 'User: Adam Attorney Mock Plaintiff Firm'. Below this, a sidebar on the left contains links like 'File & Serve', 'myCases', 'Search Filings', 'Build Reports', 'Information desk', 'User Profile', 'Firm Profile', 'Case Profile', and 'Support'. The main area shows a table of filings with columns: Filing ID, Date, Court, Case Number, and Authorizer. The table lists 13 items, each with a checkbox on the left and a 'Details' link on the right. Above the table, there are tabs for 'Inbox', 'Unread', 'Read', and 'All', with 'Inbox' being the active tab. There are also links for 'Mark as Read' and 'Remove Notifications'.

Filing ID	Date	Court	Case Number	Authorizer
529555	3/4/2002 4:26:28 PM	Mock Court	000001	Larry Litigator
529396	2/27/2002 11:32:35 AM	Mock Court	000002	Lucy Lawyer
529272	3/1/2002 4:15:00 PM	Mock Court	Multi-Case	Larry Litigator
529043	2/18/2002 4:17:20 PM	Mock Court	000002	Lucy Lawyer
528840	2/13/2002 4:56:51 PM	Mock Court	000002	Lucy Lawyer
527046	2/7/2002 12:22:12 PM	Colorado Mock Court	2001cv010101	Larry Litigator
526974	2/7/2002 12:09:48 PM	Colorado Mock Court	2001cv010101	Larry Litigator
524840	2/6/2002 12:23:05 PM	Colorado Mock Court	2001cv010101	Larry Litigator
524730	2/6/2002 11:56:33 AM	Colorado Mock Court	2001cv010101	Larry Litigator
520733	2/4/2002 4:21:46 PM	Mock Court	000002	Lucy Lawyer
520269	2/4/2002 1:53:57 PM	Mock Court	000001	Lucy Lawyer
519783	2/4/2002 11:40:45 AM	Colorado Mock Court	2001cv010101	Larry Litigator
519734	2/4/2002 11:37:52 AM	Colorado Mock Court	2001cv010101	Larry Litigator

Items in the **Inbox** are filings that have been sent to you or to the designated recipient for the attorney. Within the **Inbox** there are three different *Views* a user can access.

- Read:** Displays items that the user has read previously but has not deleted from their Inbox.
- Unread:** Displays all new information that the user has not opened (this is the default view)
- All:** Displays all read and unread items within the users Inbox that the user has not deleted.

1. If you have received notifications, click the **Inbox** link.
2. Your notifications are displayed. Column headings are sortable by clicking a column heading
3. To expand the information and access the documents, click on the arrow next to the envelope icon or click the *Expand All* blue hyperlink above the notifications. The PDF version of the documents can be printed and downloaded by clicking the document titles.
4. Access to the original file format can be found under the *Details* hyperlink associated with each Filing ID. This original format of the PDF document can be downloaded and/or saved.

After reading a new notification, you should remove it from the Inbox. For each item to remove, click the checkbox on the left column then click the Remove Notifications hyperlink above the filings.

Note: Documents that have been removed from the Inbox are not deleted from the system. All filings and documents can be accessed via the Search functions or in Reports.

OUTBOX

LexisNexis eFile file room : my cases Log off Help User: Sally Secretary Mock Defense Firm

TIME: 1:04 PM PT

File & Serve Outbox Expand All Search Home

1 through 6 of 6

Filing ID	Date/Time (ET)	Court	Case Number	Case Name	Authorizer
531220	3/29/2002 3:00:00 PM	Mock Court		uncivilly and mockingly yours	Lucy Lawyer Details
531219	3/26/2002 10:29:46 PM	Mock Court	000002	Jones v Car Manufacturers Corporation et al	Larry Litigator Details
531218	3/26/2002 10:23:15 PM	Mock Court	000001	Smith v Toy Industries Inc et al	Larry Litigator Details
531217	3/26/2002 10:15:29 PM	Mock Court	000002	Jones v Car Manufacturers Corporation et al	Larry Litigator Details
531215	3/26/2002 9:58:21 PM	Colorado Mock Court		Mockity Mockity Mock Mock Mock	Lucy Lawyer Details
530172	3/31/2002 12:00:00 PM	Mock Court	000001	Smith v Toy Industries Inc et al	Larry Litigator Details

1 through 6 of 6

Items in the **Outbox** are filings that the user (or users within the firm) has recently submitted. These are located in the user's outbox for easy retrieval to check service and clerk review status.

1. To display filings that have been recently submitted by you or a user at your firm, click Outbox.
2. All recent documents submitted can be accessed by clicking the arrow next to the Filing ID. Clerk Review status for each document within a filing can be displayed by clicking the *Details* hyperlink.

SCHEDULED FILINGS

LexisNexis eFile file room : my cases Log off Help User: Sally Secretary Mock Defense Firm

TIME: 1:07 PM PT

File & Serve Scheduled Filings Expand All Search Home

Remove Selected Filing(s) 1 through 1 of 1

Filing ID	Date/Time (ET)	Court	Case Number	Case Name	Authorizer
531590	4/1/2002 4:07:14 PM	Mock Court	000001	Smith v Toy Industries Inc et al	Larry Litigator Details

Remove Selected Filing(s) 1 through 1 of 1

Scheduled Filings are filings you have prepared but opted to have them submitted at a future date and time.

1. To view the specific scheduled documents to be filed, click the arrow next to the filing ID.
2. You can cancel or edit a scheduled filing until the date and time you entered to be submitted by clicking the box next to the Filing ID and click the Remove Selected Filings hyperlink.

Note: e-filings can be scheduled up to 30 days in advance.

SAVED FILINGS

The screenshot shows the LexisNexis eFile interface. The top navigation bar includes 'Log off', 'Help', and 'User: Sally Secretary Mock Defense Firm'. The left sidebar contains links for 'File & Serve', 'myCases', 'Search Filings', 'Build Reports', 'information desk', 'User Profile', 'Firm Profile', 'Case Profile', and 'Support'. The main content area is titled 'file room : my cases' and shows 'Saved Filings' with a sub-header 'Remove Selected Filing(s) 1 through 4 of 4'. Below this is a table of saved filings.

Filing ID	Court	Case Number	Case Name	Authorizer
529748	Baltimore City Circuit Court	Multi-Case	Multi-Case	Resume Filing
529253	Mock Court	Multi-Case	Multi-Case	Lucy Lawyer Resume Filing
474220	CA Superior Court County of San Diego	GIC767787	One Harbor Drive Homeowners Association et al vs Harbor Drive Venture	Resume Filing
421164	Mock Court	000001	Smith v Toy Industries Inc et al	Resume Filing

Below the table, there is a link 'Remove Selected Filing(s) 1 through 4 of 4'.

Saved Filings are filings that you have started but not yet submitted.

1. To view a saved filing, click the Saved Filing hyperlink.
2. Select the appropriate Filing ID and click the *Resume Filing* hyperlink to complete the filing.
3. To permanently remove a saved filing, click the box next to the appropriate Filing ID and click the *Remove Selected filing(s)* hyperlink.

REJECTED DOCUMENTS

The screenshot shows the LexisNexis eFile interface. The top navigation bar includes 'Log off', 'Help', and 'User: Sally Secretary Mock Defense Firm'. The left sidebar contains links for 'File & Serve', 'myCases', 'Search Filings', 'Build Reports', 'information desk', 'User Profile', 'Firm Profile', 'Case Profile', and 'Support'. The main content area is titled 'file room : my cases' and shows 'Rejected Filings' with a sub-header 'Expand All Search Home'. Below this is a table of rejected filings.

Filing ID	Date/Time (ET)	Court	Case Number	Case Name	Authorizer
529555	3/4/2002 4:26:28 PM	Mock Court	000001	Smith v Toy Industries Inc et al	Larry Litigator Details
453409	12/18/2001 8:43:22 PM	Mock Court	000001	Smith v Toy Industries Inc et al	Larry Litigator Details
410205	11/19/2001 12:26:35 PM	Colorado Mock Court	2001cv010101	Jones v. Ski Resorts Inc et al	Lucy Lawyer Details

Below the table, there is a link '1 through 3 of 3'.

Rejected Documents are documents that have been reviewed and rejected by the Clerk of court.

1. If your document has been rejected by a clerk, you will receive an email to let you know what, when and why it was rejected.
2. You can also access the rejected document via the **Rejected Documents** hyperlink.

3. Access the specific document that has been rejected by clicking the **Details** hyperlink associated with the specific filing ID.
4. To re-submit a rejected document, a new filing must be submitted via **File & Serve**.

Fileroom: Search Filings

The screenshot displays the LexisNexis eFile 'file room : search filings' interface. The top navigation bar includes 'Log off', 'Help', and a user profile for 'Adam Attorney' at 'Mock Plaintiff Firm'. The left sidebar contains links for 'File & Serve', 'myCases', 'Search Filings', 'Build Reports', 'Information desk', 'User Profile', 'Firm Profile', 'Case Profile', and 'Support'. The main content area features a search form with the following elements:

- Return:** 50 records
- Search:** Firm Filings (dropdown menu)
- Authorized Date:** (mm/dd/yyyy) (mm/dd/yyyy)
- From:** (text input) **To:** (text input)
- Search criteria:** (text input)
- Find:** (button) **Clear:** (button) **?:** (button)

Instructions on the right side of the search form state: 'Select one or more search fields and enter search criteria. To filter by authorized date, select a range from the Authorized Date menu or enter dates in the From and To fields. Then click Find.'

E-filed documents are available to users in your firm via **Search Filings**.

LOCATING A DOCUMENT

1. On the left panel, click **Search Filings**.
2. Select whether you are searching in *Firm Filings* or *All Filings*.
 - a. **Firm Filings** – Contains all documents filed by or served to anyone in your firm.
 - b. **All Filings** – Access to all e-filed documents in CourtLink eFile. You may be prompted to purchase documents before printing them in *All Filings* if they have never been served upon your firm.
3. Use the *date range* option to locate specific date range or date information.
4. To narrow the list, use the search fields at the top of the page and click **Find**.
 - a. Use *begins with* criteria to find results that begin with your criteria.
 - b. Use *ends with* to find results that end with your criteria.
 - c. Use *equals* to find exact matches to your criteria.
 - d. Use *contains* to find results that contain the criteria you have entered.

LexisNexis® eFile
CourtLink

file room : search filings

Log off Help User: Adam Attorney
Mock Plaintiff Firm

TIME: 2:25 PM MT

File & Serve ▶

file room

myCases ▶

Search Filings ▶

Build Reports ▶

information desk

User Profile ▶

Firm Profile ▶

Case Profile ▶


Support

Privacy Statement

All Filings [Expand All](#) [Home](#)

1 through 50 of 77 [More>>](#)

Filing ID	Date/Time (ET)	Court	Case Number	Case Name	Authorizer	
▶ 738151	8/14/2002 11:10:16 AM	Baltimore City Circuit Court	24x01000035	Bradford, Robert et al vs A C and S Inc 15-Oct-2001	Richard T Rombro	Details
▶ 738150	8/14/2002 2:06:02 PM	Baltimore City Circuit Court	24x01000035	Bradford, Robert et al vs A C and S Inc 15-Oct-2001	Richard T Rombro	Details
▶ 738149	8/14/2002 11:05:03 AM	Baltimore City Circuit Court	24x01000035	Bradford, Robert et al vs A C and S Inc 15-Oct-2001	Richard T Rombro	Details
▶ 738120	8/9/2002 5:03:13 PM	Baltimore City Circuit Court	Multi-Case	Multi-Case	Richard T Rombro	Details
▶ 738110	8/8/2002 12:27:03 PM	Baltimore City Circuit Court	24x01000035	Bradford, Robert et al vs A C and S Inc 15-Oct-2001	Richard T Rombro	Details
▶ 738109	8/8/2002 12:24:24 PM	Baltimore City Circuit Court	24x01000035	Bradford, Robert et al vs A C and S Inc 15-Oct-2001	Richard T Rombro	Details
▶ 738105	8/8/2002 9:52:24 AM	Baltimore City Circuit Court	24x01000035	Bradford, Robert et al vs A C and S Inc 15-Oct-2001	Richard T Rombro	Details
▶ 738083	8/6/2002 1:14:43 PM	Baltimore City Circuit Court	24x01000035	Bradford, Robert et al vs A C and S Inc 15-Oct-2001	Carol A Hastings	Details
▶ 738078	8/6/2002 11:06:59 AM	Baltimore City Circuit Court	24x01000035	Bradford, Robert et al vs A C and S Inc 15-Oct-2001	R Thomas Radcliffe	Details
▶ 738065	8/5/2002 5:00:00 PM	Baltimore City Circuit Court	24x01000035	Bradford, Robert et al vs A C and S Inc 15-Oct-2001	Anthony Dix	Details
▶ 738056	8/5/2002 5:00:00 PM	Baltimore City Circuit Court	24x01000035	Bradford, Robert et al vs A C and S Inc 15-Oct-2001	Anthony Dix	Details
▶ 738055	8/5/2002 5:00:00 PM	Baltimore City Circuit Court	24x01000035	Bradford, Robert et al vs A C and S Inc 15-Oct-2001	Anthony Dix	Details

1. To view the documents in a filing, expand the filing by clicking the arrow in the left column, or click **Expand All** to open all filings.
2. To view a document, click the document title link. You may be prompted to purchase the document before viewing it, if the document has not been served upon (nor filed by) someone at your firm.
3. If your filing has a  next to it, that indicates that the filing has been assigned to a court calendar. Hold your mouse over the clock icon or view the details to see the calendar setting details.
4. To view additional filing details, click **Details** in the right-hand column.

FILING AND SERVICE DETAILS

Note: The Filing and Service details pages are customizable for each user. For assistance with setting up your custom view, see the Filing & Service Details Setup Guide. The information below pertains to the default settings for all users.

Filing and Service Details		<<Previous Filing		Next Filing>>	
Filing	Case Parties	Filing Parties	Service/Notice List	Additional Recipients	View All
Filing ID:	982135				
Authorized by:	Adam Attorney Mock Plaintiff Firm				
Authorized Date:	12/02/2002 2:20PM ET				
Court:	Mock Court				
Case Type:	Personal Injury				
Case Number:	000002 Case Name: Jones vs Car Manufacturers Corp et al				
Document List		Total Filing Fees: \$20.00			
ID: 1034756 - Main Document - 1 Page(s) Filing Type: Motion Filing Fee: \$20.00 Access: Public Status: Pending 12/2/2002 Document History Original Document		Title: Open PDF Document in new window Motion for Summary Judgment			
ID: 1034757 - Main Document - 1 Page(s) Filing Type: Proposed Order Filing Fee: \$0.00 Access: Public Status: Pending 12/2/2002 Action: Pending Document History Original Document		Title: Open PDF Document in new window Proposed Order Granting Motion			
<input type="button" value="Close"/>					

Click the links at the top of the page to view **Case Parties**, **Filing Parties**, **Service/Notice List**, or **Additional Recipients**.

Viewing a document in its original format:

Click the *Original Document* link of the document list. The document opens in the program it was created. If you do not have the same program that the file was originally created, you may be able to open the document with a different program, but may not retain the same formatting (i.e. Word and WordPerfect files).

Viewing Clerk Review Status and History

To view Clerk Review status, click the Document History Link for each document in the transaction.

Pending – The filing has not yet been reviewed by Court Clerk Staff.

Accepted – The Filing has been reviewed and Accepted into the Court case file.

Rejected – The filing did not meet certain requirements of the Clerk's office or was mis-filed.

Note: Rejected documents are not removed from the served attorney's access. The filing attorney should make the determination as to whether or not service should be completed again.

Viewing Judicial Action

In some courts, Judges and other court personnel can issue rulings or take action on certain documents. The Judicial Action column reflects the Judicial Action taken.

Pending - indicates that no action has yet been taken.

Granted/Denied/Granted in part/Denied in Part (or applicable terms) – Indicates Judicial Action has been taken.

Note: If the Judicial Action field is blank or empty, then the filing type submitted was not one that a Judge has indicated appropriate for action.

To view the documents filed as a result of the Judicial Action, click the **Linked Documents** hyperlink. A Linked Documents window appears with the related documents.

Target Document	Filing Type	Authorized Date
Defendants Motion to Exclude Testimony of Dr Labellante	Motion	7/8/2002 1:59:45 PM

Title: [Defendants Motion to Exclude Testimony of Dr Labellante](#)

Authorized on 7/8/2002 1:59:45 PM by Attorney Malcolm S Brisker [Church Loker Radcliffe & Silver PA][Filing ID: 737237]

Title: [So Ordered \(Defendants Motion to Exclude Testimony of Dr Labellante\)](#)

Authorized on 7/15/2002 4:04:46 PM by Attorney Richard T Rombro [Baltimore City Circuit Court][Filing ID: 737446]

Fileroom: Build Reports

file room : build reports

Log off Help User: Adam Attorney Mock Plaintiff Firm

TIME: 2:19 PM MT

File & Serve

file room

myCases

Search Filings

Build Reports

Information desk

User Profile

Firm Profile

Case Profile

Support

Privacy Statement

Build Reports

Select Report: **People Search** Refresh

Use this report to see information for all users in the system. Define your report using one of the following methods: (You must enter information in the *Last Name* field to run the report.)

- To report on one person, enter the person's last name (and the first or middle name if you know it) and click **View**.
- Enter a partial last name and click **View** to report on all matching persons.
- Select User Type to narrow your search.

First Name:

Middle Name:

Last Name:

User Type: All

View Reset

Below are the document reports and case information that can be found under Build Reports:

- Attorneys/Users by Firm:** See a list of all users/ attorneys in firms with CourtLink eFile cases.
- Calendared Events:** See a list of all filings assigned to upcoming court calendars (i.e. Hearings, Trials, etc)
- Cases Report:** See a complete list of a court's, firm's or attorney's CourtLink eFile cases. Use the hyperlinks to view each case to see party and filing information.

- d. *Documents by Case*: A listing of all documents filed in a particular case. Users can toggle between:
 - *All Documents* – A list of everything filed and or served (whether public or private) in a case
 - *All Documents Sent to a court* – All documents that are part of the court file.
- e. *Document Purchase*: View a list of all documents purchased by members of your firm.
- f. *Filing Fees by Court*: View a list of all filings with fees in a particular court/case.
- g. *Filing Fees/ACH Payment*: View the status of filing fee transmittals from CourtLink to a court (only available to Court Users).
- h. *Filing Receipt*: View your receipt of filing and service.
- i. *Filing Status*: View all filing's Clerk Review and Judicial Action Status to see whether your particular filings have been ruled upon.
- j. *Filing Types by Court*: View a list of all possible filing types for each court.
- k. *People Search* – Locate a person associated in e-filed cases or eFile users.
- l. *Service List*: View a list of all parties, firms and attorneys in each case.

RUNNING A REPORT

1. Select the report you want to access.
2. Enter the required criteria for the selected report.
3. Click View. To print a report, use the print button on your browser.